



## **Creating AAU Generated Roster For Local Tournaments**

1. Go to [www.aauvolleyball.com](http://www.aauvolleyball.com)
2. On the right under Additional Information click on "create your team roster"
3. Click on "Local Tournament Roster"
4. Sign in
5. In coaches view, click on "add new team"
6. Enter necessary team information, click the box to agree to the statement, click "Save Team"
7. Repeat for all your teams
8. Click on "Team Sign UP"
9. Click "Local Tournament Roster"
10. Click on each of your teams enter age & division for each team, to right click "add"
11. In coaches view click on one of your teams, click on "Add Roster"
12. Click "Add New Coach" select coaches from your list, click "Add Members".
13. Click "Add New Athletes" select athletes from your list, click "Add Members".
14. At top Click "Print Your Team Roster"
15. Save file on your computer By Team Name and age.
16. Repeat for all of your teams.

### **New to AAU roster system for 2015**

1. Once your rosters are created
2. In coaches view, clicking on a team and then clicking on "Edit Roster" you will be able to
  - Add new athletes or coaches
  - Transfer athletes or coaches to a new team
  - Delete athletes or coaches from a team
  - Update team info
  - Manage Team Events

**Event Team Rosters**

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Team Name: AAU CLUB No.:  
Team Contact: Team Contact Work No.: Cell No.:  
Home No.: Fax No.:  
Hotel/Housing: E-Mail Address:

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Name:	Address	Email Address:	Home No:	Cell No:	AAU #
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Uniform#	Name:	Position	Grad Yr	Height	SK	Age	Birth Date	AAU #	Address	T-Shirt Size
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**Roster Verified by:** \_\_\_\_\_

\* Rosters must be submitted in advance. Changes can be made at Team Check-In.